

# KEWEENAW BAY INDIAN COMMUNITY

## 2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President  
JENNIFER MISEGAN, Vice President  
SUSAN J. LAFERNIER, Secretary  
TONI J. MINTON, Assistant Secretary  
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.  
FRED DAKOTA  
EDDY EDWARDS  
RANDALL R. HAATAJA  
MICHAEL F. LAFERNIER, SR.  
GARY F. LOONSFOOT, SR.  
DONALD SHALIFOE, SR.

## MAINTENANCE WORKER

**1 full-time, non-exempt position**

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Copy of High School Diploma, GED, or High School Certificate of Completion
- ☐ If you are a KBIC member working towards obtaining your GED, you must provide verification
- ☐ Copy of valid Michigan Driver's License
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community  
Hannah Beesley, Personnel Director  
16429 Beartown Road  
Baraga, Michigan 49908  
906-353-6623, ext. 4140 & 4176  
Fax: 906-353-8068  
Email: [personnel@kbic-nsn.gov](mailto:personnel@kbic-nsn.gov)

**Distribution Date:** June 24, 2016

**Closing Date:** July 12, 2016 at 4:00 pm

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**  
"Home of the Midnight Two-Step Championship"

## KEWEENAW BAY INDIAN COMMUNITY

### 2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President  
JENNIFER MISEGAN, Vice President  
SUSAN J. LAFERNIER, Secretary  
TONI J. MINTON, Assistant Secretary  
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.  
FRED DAKOTA  
EDDY EDWARDS  
RANDALL R. HAATAJA  
MICHAEL F. LAFERNIER, SR.  
GARY F. LOONSFOOT, SR.  
DONALD SHALIFOE, SR.

### POSITION DESCRIPTION

#### **POSITION:**

#### **MAINTENANCE WORKER**

Full-time, non-exempt position

#### **LOCATION:**

Department of Public Works  
16376 Ojibwa Industrial Park Road

#### **SUPERVISORY CONTROL:**

Maintenance Director

#### **SALARY:**

Grade 4 (minimum starting wage = \$11.47/hour)

#### **QUALIFICATIONS:**

- Must have High School Diploma, GED, or Certificate of Completion.
  - This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below.
  - This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).
- Must have a valid, unrestricted Michigan driver's license and be insurable to drive fleet vehicles.
- Must be knowledgeable about general repairs and daily maintenance of small equipment, vacuums, kitchen appliances and laundry equipment.
- Experience in painting, carpentry, plumbing, air-conditioning, heating, grounds keeping and general maintenance is preferred.
- Ability to work well in both a team environment and independently.
- Must be able to lift up to 70 pounds unassisted.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

#### **INDIAN PREFERENCE:**

Preference will be given to qualified individuals of American Indian descent.

#### **VETERAN PREFERENCE:**

Preference will also be given to Veterans who do not have dishonorable or bad conduct discharges (need DD214).

#### **DUTIES AND RESPONSIBILITIES:**

##### **ELECTRICAL**

- Repairs or replaces worn or frayed cords, plugs and switch plates.
- Replaces all light bulbs, fuses, starters or breaker switches.
- Keeps all exit signs properly lit and free from debris.
- Periodically inspects and tests all fire alarms, sprinklers, smoke detectors, fire extinguishers and other emergency systems and keeps them in optimum condition.
- Maintains outdoor lighting and signs.

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**

"Home of the Midnight Two-Step Championship"

## **CARPENTRY**

- Repairs or replaces windows, doors, molding, trim or sash on premise.
- Repairs or replaces paneling.
- Repairs or replaces hinges, safety chains or locks.
- Replaces all broken windows and mirrors.
- Replaces tile (ceiling or floor) as necessary.
- Makes or replaces lost keys.
- Helps install or replace shelves, security door viewers, coat racks and equipment.

## **PLUMBING**

- Replaces or repairs all faucets, water closets, drains, shower heads and fixtures.
- Replaces all deteriorated water heaters, safety valves and pipefittings on all the water systems.
- Frequently checks all pressure and temperature gauges on hot water systems to see that they are working at proper capacity.
- Unclogs sinks, toilets, and drains using a plunger or other plumbing equipment.

## **PAINTING**

- Does emergency plaster patching and caulking.
- Does touch up painting as required.
- Repairs torn or glues down loose wallpaper.

## **VENTILATION AND AIR-CONDITIONING**

- Cleans air intake vents.
- Replaces hoses, fans, and filters as necessary.
- Maintains Freon levels in all refrigeration and air-conditioning units.

## **HEATING**

- Replaces and inspects filters and fans.
- Replaces heating thermostats and condensers.
- Inspects heating element for proper fire.

## **GROUNDSKEEPER**

- Cuts grass, trims hedges, prunes trees and large shrubs.
- Maintains all lawn mowers and power driver equipment.
- Waters grass, plants and shrubs.
- Shovels sidewalks, salts or sands entrances.

## **GENERAL MAINTENANCE**

- Works with the housekeeping department to see that all reported maintenance problems are repaired as soon as possible.
- Replaces and repairs broken furniture.
- Tacks or glues down torn or loose carpeting.
- Maintains all scrubbers, polishers, vacuums and strippers.
- Keeps accurate records of breakdown time, maintenance work and inventory control.
- Plans for major repairs to be done during slow periods.
- Orders all maintenance parts, supplies and equipment and keeps frequently used items in stock with Manager's approval.
- Requests management to arrange all contractual maintenance, waste removal and snow removal as needed.
- Maintains good relations with all other facility departments.
- Practices preventative maintenance on equipment (cleaning, polishing, lubricating, etc.).
- Assists in performing other duties as may be assigned by management.

*This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.*

**Distribution Date:** June 24, 2016

**Closing Date:** July 12, 2016 at 4:00pm

## Qualification Sheet

Name: \_\_\_\_\_

POSITION: **Maintenance Worker**

**Please list your specific experience and knowledge in regards to the following qualifications:**

Must have a High School Diploma, GED, or High School Certificate of Completion. *This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below. This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).*

---

---

Must have a valid, unrestricted Michigan driver license and be insurable to drive fleet vehicles.

---

---

Must be knowledgeable about general repairs and daily maintenance of small equipment, vacuums, kitchen appliances and laundry equipment.

---

---

Experience in painting, carpentry, plumbing, air-conditioning, heating, grounds keeping, and general maintenance is preferred.

---

---

Must be able to work well in both a team environment and independently.

---

---

Must be able to lift up to 70 pounds unassisted.

---

---